

Itemized Instruction for Completing Prevailing Wage Request From (To be completed by Employer or Employer Representative)

If the job is unionized and covered by a negotiated wage, use the negotiated wage and do not complete this Prevailing Wage Request Form.

Item 2b. FEIN – Federal Employer Identification Number. This is important if employer is new, recently moved to NH, or does business under another name.

Item 6. Basic Rate of Pay Offered – Enter a guaranteed basic rate of pay and the unit of pay, such as \$15.00 per hour, \$2,500 per month, or \$37,500 per year. The wage offered cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, biweekly, or monthly basis. Only the minimum amount guaranteed to the employee can be reported.

Item 7. Describe Fully the Job Duties to be performed – Describe the duties of the job by starting with the most important one first. In describing what the worker does, use appropriate action verbs. These are necessary for the Wage Analyst to define a skill level within the job's occupational category, if appropriate. Equipment used, working conditions, degree of supervision, or supervisory responsibilities are just some of the factors considered in defining the job's occupational category and, eventually, prevailing wage rate for the labor market area.

Item 8. Education – State in detail the minimum education for any worker to perform satisfactorily the job duties described in Item 7. Do not duplicate the time requirements for education, training, and experience.

Item 9. Other Special Requirements – State in detail other special requirements for any worker to perform satisfactorily the job duties described in Item 7.

- *Do not use phrases such as "familiar with," "knowledgeable of" or "able to". Do not include restrictive requirements that are not actual business necessities for performance of the job and which would limit consideration of otherwise qualified US workers.*

Level I (entry) wage rates are assigned to job offers for beginning level employees who have only a basic understanding of the occupation. These employees perform routine tasks that require limited, if any, exercise of judgment. The tasks provide experience and familiarization with the employer's methods, practices, and programs. The employees may perform higher level work for training and developmental purposes. These employees work under close supervision and receive specific instructions on required tasks and results expected. Their work is closely monitored and reviewed for accuracy.

Statements that the job offer is for a research fellow, a worker in training, or an internship are indicators that a Level I wage should be considered.

Level II (qualified) wage rates are assigned to job offers for qualified employees who have attained, either through education or experience, a good understanding of the occupation. They perform moderately complex tasks that require limited judgment. An indicator that the job request warrants a wage determination at Level II would be a requirement for years of education and/or experience that are generally required as described in the O*NET Job Zones.

Level III (experienced) wage rates are assigned to job offers for experienced employees who have a sound understanding of the occupation and have attained, either through education or experience, special skills or knowledge. They perform tasks that require exercising judgment and may coordinate the activities of other staff. They may have supervisory authority over those staff. A requirement for years of experience or educational degrees that are at the higher ranges indicated in the O*NET Job Zones would be indicators that a Level III wage should be considered. Frequently, key words in the job title can be used as indicators that an employer's job offer is for an experienced worker. Words such as 'lead' (lead analyst), 'senior' (senior programmer), 'head' (head nurse), 'chief' (crew chief), or 'journeyman' (journeyman plumber) would be indicators that a Level III wage should be considered.

Level IV (fully competent) wage rates are assigned to job offers for competent employees who have sufficient experience in the occupation to plan and conduct work requiring judgment and the independent evaluation, selection, modification, and application of standard procedures and techniques. Such employees use advanced skills and diversified knowledge to solve unusual and complex problems. These employees receive only technical guidance and their work is reviewed only for application of sound judgment and effectiveness in meeting the establishment's procedures and expectations. They generally have management and/or supervisory responsibilities.